

**HARDING TOWNSHIP
USE OF FACILITY REQUEST FORM**

GROUP OR ORGANIZATION:

Name: _____
Address: _____
Phone: Day: _____ Night: _____

RESPONSIBLE PARTY:

Name: _____
Address: _____
Phone: Day: _____ Night: _____

EVENT:

Facility Requested: _____
Date and Hours Requested: _____
Estimated number of participants: _____

USE OF TOWNSHIP FACILITIES:

The Harding Township Committee will permit the use of Township facilities when such permission has been requested in writing and has been approved by the Administrator, Health Administrator, Chief of Police, Superintendent of Public Works and the Township Clerk for the following organizations/groups:

Departments or agencies of the municipal government, other governmental agencies, community organizations formed for charitable or civic purposes, uses and groups directly related to the Township and the operations of the Township, and uses and organizations indirectly related to the Township.

Use of Township facilities shall not be granted for the advantage of any commercial or profit-making organization, or any purpose which is prohibited by law.

In the event the Clerk deems it advisable, any application may be submitted to the Township Committee for action. The Clerk or Committee may refuse to grant the use of a Township facility whenever, in their judgment, there is good reason why permission should be refused.

All state and local fire, health, safety and police regulations will be enforced.

This form, filled in (front and back), along with a Certificate of Insurance Liability should be submitted to the Clerk at least 3 weeks in advance of the event.

On behalf of the organization listed above, we agree to abide by the Harding Township rules and regulations.

SIGNATURE: _____

DATE: _____

NO PERMIT WILL BE GRANTED UNLESS WRITTEN APPROVALS FOR BELOW ARE OBTAINED

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Administrator)

(Attach Certificate of Insurance Liability)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Chief of Police)

(Traffic, Parking, and Noise Ordinance – fees may be applicable over and above normal operating costs)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Health Administrator)

(Food Handling and Sanitary Facilities)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Superintendent of DPW)

\$ _____
(Fee if applicable)

(Possible fees for set-up/clean-up/security when over and above normal operating costs)

I hereby certify that there is no objection to the granting of permission to this organization for the event as described.

(Date)

(Signature of Clerk)

(Licenses which may be required: Social permit [if liquor is available] and raffle license)

HOLD HARMLESS AGREEMENT

Between HARDING TOWNSHIP and _____
(Organization Name)

(Organization Address)

(Organization Phone) (Organization Type ie: non-profit, corp., etc)

In consideration of the use of _____
(Facility)

on _____ for the purpose of
(Date or Dates)

(Purpose or Event Title)

the undersigned agrees to indemnify and hold the TOWNSHIP OF HARDING and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the above referenced property.

I understand that this Hold Harmless also requires that the TOWNSHIP OF HARDING is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by HARDING TOWNSHIP, I agree to furnish a Certificate of

Insurance specifically naming the _____
(Organization)

as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$_____.

In order to induce the TOWNSHIP OF HARDING to accept this Hold Harmless

Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will / will not) be served at this event.
- b. Total number of persons anticipated at this event is _____.
- c. Live entertainment (will / will not) be provided.
- d. Other: _____

Signed this _____ day of _____, _____

as the binding act in deed of _____
(Organization)

(Witness Signature)

(Organization Authorized Signature)